



*United States Bankruptcy Court
Eastern District of Wisconsin
Office of the Clerk*

CM/ECF User Guide
Implementation of the BAPCPA
October 17, 2005
Attorney Filers

Filing of Petitions

Petitions filed through *Open a BK Case* from the *Bankruptcy* Menu

- On the screen which collects statistical information, two options have been added for the *Type of Debtor* - 1) Single Asset Real Estate and 2) Health Care Business.
- The screen which collects information on deficient items has been modified to add the *Means Test Form* - Form 22 and the Credit Counseling Certification.
- A new screen collects information for the debtor's statement of presumed abuse.
- For Chapter 7, individual consumer cases:
 - The certification of credit counseling or the certification of exigent circumstances may be included in the PDF with the petition.
 - If not filed with the petition, or as an amendment, use event *Certificate of Credit Counseling* or *Exigent Circumstances re: Credit Counseling*.
- Form B22 - Statement of Current Monthly Income
 - If filed with petition, include the form in the PDF with the petition.
 - If not filed with the petition, or as an amendment, use event *Statement of Current Monthly Income*.

Petitions filed through *Case Upload* from the *Bankruptcy* Menu

- Petitions filed through Case Upload must comply with the *Case Upload Field Specifications*. The specifications can be accessed from the court's web site.
- The Certification of Credit Counseling is required to file the petition.
 - If your case management software does not include the certification in the PDF with the petition, upload the certificate in the designated file upload box on the Case Open Screen.
 - If your case management software includes the certification in the PDF with the petition, do not upload a separate certificate in the designated file upload box on the Case Open Screen.

Documents

Document Description	ECF Menu/ Sub-menu	Event Summary Description	Related Code
Application for wavier of filing fee	Bankruptcy / Motion	In forma pauperis	28 USC §1930(f)
Certificate of Service of Tax Information	Bankruptcy / Miscellaneous	Certificate of Service of Tax Information	11 USC §521(f)
Certification of credit counseling	Bankruptcy / Miscellaneous	Certificate of Credit Counseling	11 USC §109(h); §521(b)(1)
Certification of financial management course	Bankruptcy / Miscellaneous	Financial Management Course	11 USC §521, §727(a)(11), §1328(g)(1)
Certification of exigent circumstances	Bankruptcy / Miscellaneous	Exigent Circumstances re: Credit Counseling	11 USC §109(h)(3); §521(b)
Debtor's certificate of service of tax information on requestor	Bankruptcy / Miscellaneous	Service of Tax Information	11 USC §521(f)
Motion for access to tax information	Bankruptcy / Motion	Access to Tax Information	11 USC §521(f)
Motion regarding credit counseling	Bankruptcy / Motion	Regarding Credit Counseling	11 USC §109(h)(4); §521(b)
Motion requesting court to enter an order dismissing case	Bankruptcy / Motion	Dismiss Case under 521(i)	11 USC §521(i)
Petition to court to certify conditions for direct appeal to circuit court	Bankruptcy / Appeal	Petition Requesting Direct Appeal	28 USC §158(d)

Document Description	ECF Menu/ Sub-menu	Event Summary Description	Related Code
Request to debtor for copy of debtor's tax information	Bankruptcy / Miscellaneous	Request for Tax Information	11 USC §521(f)
Statement of Current Monthly Income (Form B22)	Bankruptcy / Miscellaneous	Statement of Current Monthly Income	11 USC §707
Tax information	Bankruptcy / Miscellaneous	Tax information	11 USC §521(f)
Trustee's request declining dismissal of case	Bankruptcy / Trustee	Declining Dismissal of Case	11 USC §521(i)(4)